

F R E E M A N

940 Belfast Road
Ottawa, Ontario K1G 4A2
(613) 748-7180 • Fax: (613) 748-5977
freemanottawaES@freemanco.com

**INCLUDE THIS FORM
WITH YOUR ORDER**

NAME OF SHOW:		2015 BICSI CONFERENCE & EXPO	
COMPANY NAME:		BOOTH#:	
ADDRESS:		BOOTH SIZE	X
CITY/PROV.,STATE/POSTAL/ZIP CODE:		CUSTOMER #	
PHONE #:	EXT.:	FAX #:	
SIGNATURE:		PRINT NAME:	
CONTACT'S E-MAIL			
E-MAIL FOR INVOICE		<input type="checkbox"/> CHECK IF YOU ARE A NEW FREEMAN CUSTOMER	

Invoices will be sent by e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL

The undersigned expressly consents to the digital processing and transmission of personal data which may be transmitted to the United States of America.

☐ **COMPANY CHECK**

Please make cheque payable to: Freeman. Cheques must be in CAN. funds drawn on a Canadian Bank or U.S funds drawn on a U.S bank.

**Please reference (414663) on your remittance.
GST # R101889426**

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ **BANK TRANSFER**

Please note that customers are responsible for any bank processing fees of \$15.00 CDN.

☒ Beneficiary Name: Freeman Expositions, Ltd.
61 Browns Line, Toronto, Ontario, Canada M8W 3S2

☒ Bank Transfer to Royal Bank of Canada
Bank # 003 - 200 Bay Street, Toronto, Ontario, Canada M5J 2J5
Transit or Bank ID: 00002 - Freeman Account # 000021048693

☒ Foreign Exhibitors wiring funds from Overseas should use:
Swift Code: ROYCCAT2

☒ If sending USD use:
Intermediary Bank: JP Morgan Chase Manhattan, New York, NY
Swift Code: CHASUS33 - ABA: 021000021

☒ IBAN Number: Canadian Banks do not carry IBAN numbers
Please reference Name of Show & Booth Number on all Bank Transfers so we properly credit your account.

☐ AMERICAN EXPRESS

☐ MASTERCARD

☐ VISA

Account No.:	Exp. Date
<input type="checkbox"/> Personal Credit Card	<input type="checkbox"/> Company Credit Card
Cardholder Name (Print):	Signature:
Cardholder Billing Address:	
City, Province/State, Postal/Zip Code:	

ENTER TOTALS HERE

ELECTRICAL	BANNER HANGING						GRAND TOTAL

- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://feedback.freemanco.com/?414663>

FREEMAN method of payment

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ALL PRICES ARE IN
CANADIAN DOLLARS

NAME OF SHOW: **2015 BICSI CONFERENCE & EXPO**

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this services manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL

The undersigned expressly consents to the digital processing and transmission of personal data which may be transmitted to the United States of America.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/PROVINCE/POSTAL CODE:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party:

☐

ALL FREEMAN SERVICES

☐

FREEMAN ELECTRICAL

☐

OTHER _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

THIRD PARTY CREDIT CARD AUTHORIZATION

☐

AMERICAN EXPRESS

☐

MASTERCARD

☐

VISA

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/PROVINCE/POSTAL CODE:

JULY 2014 (414663)

FREEMAN third party authorization

ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

How do I know how much power I need?

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as "load") (100 watts = 1 amp) of each piece of equipment at its location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

Do I need to order labour?

As the official service contractor, electrical installations must be performed by Freeman union labour. Labour is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labour orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labour for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labour order form for further details, rules and regulations.

What is an electrical layout and why do I need one?

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

Is the price for power per day?

Outlet or connection prices are typically for an entire show.

What is 24 hour power?

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

Where does the power come from?

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

Where will my power be located?

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

What if I need power at another location besides the rear of my booth? What if I have multiple power locations?

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

How many places will I have to plug in? How many things can I plug in?

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 1500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 1500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 1100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only cannot accommodate power strips and require labour for installation.

Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labour is required to lay the cords.)
- All power strips must have circuit protection.

Can I run my extension cords under the carpet myself?

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

Will my floor work be completed before I arrive?

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labour and material charges apply.

When will my power be turned on?

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

Do I need lighting?

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

Can I hang my own lights?

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labour. Typically, exhibitors themselves can hang up to 7 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labour is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

Do I need to order power for my lighting?

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labour may be required to hang the lights.

Do I need to order labour to plug in my lights or equipment?

Most 120 volt connections do not require labour. Exhibitors are welcome to plug in their own standard office devices. Labour is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

How can I save money and frustration when ordering electrical services?

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labour, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labour is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labour, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

Additional questions?

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to www.freemanco.com/store.

F R E E M A N
ELECTRICAL SERVICES

The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
2. **Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please **do not** simply place an X where power is required.*
3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

SHOW NAME _____

DATES _____

COMPANY NAME _____

BOOTH # _____

Adjacent Aisle or Booth# _____

[illegible]

Adjacent Aisle or Booth #

A measurement scale can be applied as necessary to reflect the size of your booth.

10 x 10 use 1 square = 1/4 foot

20 x 20 use 1 square = 1/2 foot

40 x 40 use 1 square = 1 foot

ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

1. Main Drop.

Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than? x? x?) will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

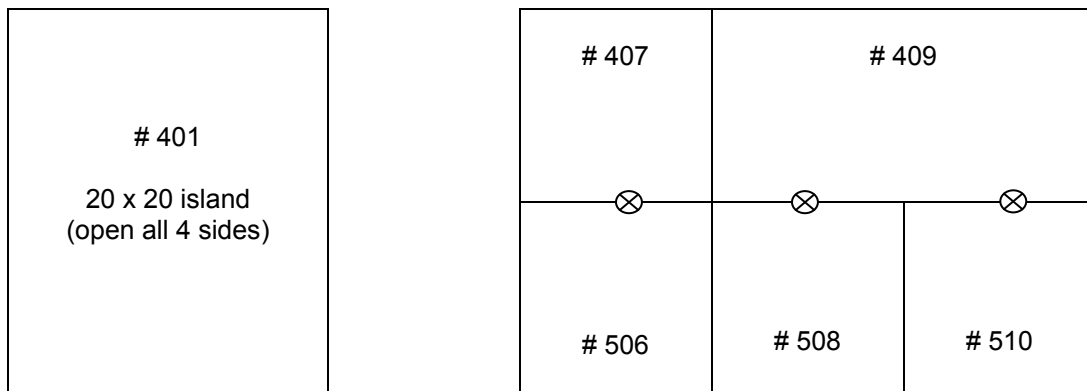
2. Location and load of all outlets.

Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

3. Booth orientation.

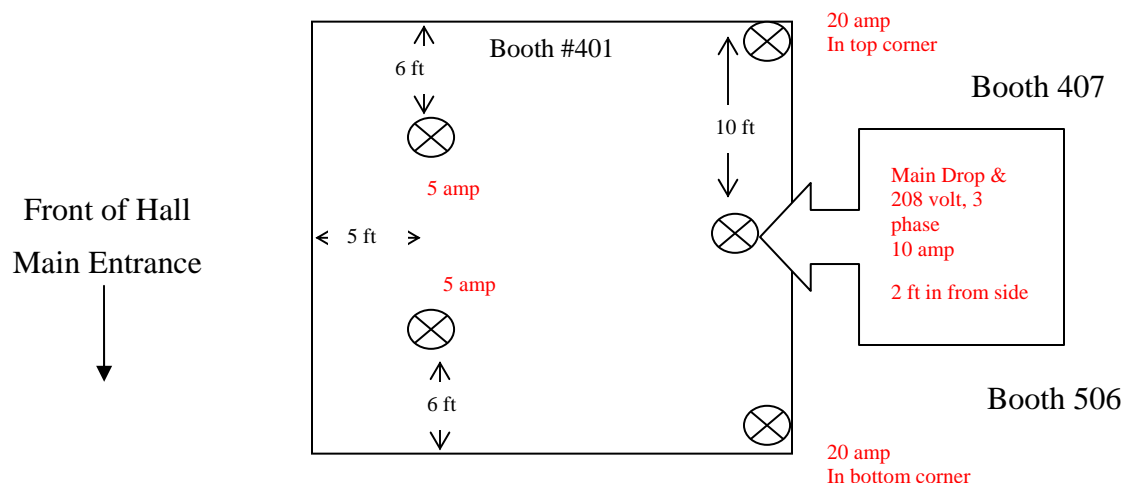
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



F R E E M A N

ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts),
5 - 100 watt light bulbs = (5x100 = 500 watts)

Please feel free to contact our electrical specialists at FreemanES@freemanco.com with any additional questions.

	WATTAGE		WATTAGE
Blender	475-1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700-1100
Card Reader (credit) / Lead Retrieval	100	Juicer - Single	500
Cash Register	100-200	Juicer - Double	1000
Coffee Pot - Household Size	600-1200	Laminator	2000
Coffee Pot - Large Brewer	1500-2000	Lights with Freeman Rental Booths	200 each
Computer - Monitor (independent)	120-200	Meat Slicer	500-1000
Computer - Desktop (monitor & CPU)	200-900	Microwave Oven	500-2000
Computer - Laptop	100-300	Mixer	500-1000
Computer Printer - Dot Matrix	100-500	Photocopier	dependent upon size - may require 208 volt
Computer Printer - Laser	400-1000	Pizza Oven (small)	30amp/120 volt Special Connection
Crock Pot	200-1000	Popcorn Maker	2000
DVD Player	50-100	Projector (dependent upon size)	1000
Electric Frying Pan	1200-2000	Refrigerator - Small	400
Fax Machine	1000	Refrigerator - Full Size	750
Flat Screen TV - 32" to 50"	1000	Sewing Machine	1000
Food Processor	500-2000	Steamer	2000
Glue Gun	300	Stereo (amplifier)	100-500
Griddle	1500-2000	Television	100-500
Hair Dryer	1000-2000	Toaster	1000
Heat Lamps (per lamp)	250	Toaster Oven	1500
Heater (portable)	1500-2000	Vacuum Cleaner	1500
Hot Plate Single	1000	VCR	100
Hot Plate Double	1500-2000	Water Cooler - Cold Water	1000
Hot Water Heater	30amp/208 volt/Single Phase	Water Cooler - Hot/Cold Water	2000

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DISCOUNT PRICE
DEADLINE DATE
APRIL 6, 2015

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

FREEMAN electrical

NAME OF SHOW: **2015 BICSI CONFERENCE & EXPO**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labour order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

110/120 VOLT (Power to be placed at back-centre of exhibit space)

	Quantity (For Show Hours Only)	Quantity (For 24 hrs/day Double Price)	Discount	Standard	
	Show	24 Hr.	Price	Price	TOTAL
1500 Watts duplex outlet (40-7-15/16)	_____	_____	\$128.00	\$179.20	= \$_____
15 A dedicated quad outlet (40-7-17)	_____	_____	\$140.00	\$196.00	= \$_____
20 A dedicated quad outlet (40-7-20/21)	_____	_____	\$179.25	\$250.95	= \$_____

208 VOLT SINGLE PHASE (Labour Required for Connection)

20 Amps (40-9-20/21)	_____	_____	\$369.00	\$516.60	= \$_____
30 Amps (40-9-30/31)	_____	_____	\$493.75	\$691.25	= \$_____
60 Amps (40-9-60/61)	_____	_____	\$670.75	\$939.05	= \$_____
100 Amps (40-9-100/101)	_____	_____	\$949.00	\$1328.60	= \$_____

Please specify the NEMA code on your plug: _____

208 VOLT THREE PHASE (Labour Required for Connection)

20 Amps (40-10-20/21)	_____	_____	\$392.25	\$549.15	= \$_____
30 Amps (40-10-30/31)	_____	_____	\$520.50	\$728.70	= \$_____
60 Amps (40-10-60/61)	_____	_____	\$733.75	\$1027.25	= \$_____
100 Amps (40-10-100/101)	_____	_____	\$1062.75	\$1487.85	= \$_____

Transformer to Boost 208V to Approx. 230V - \$3.50 per Amp (20 Amp Min.)

Qty of Amps _____ X Price \$ _____ = \$_____

Please specify the NEMA code on your plug: _____

LIGHTING (Price includes power supply to unit)

Arm Light *hardwall exhibits only* (40-19-101)	_____	_____	\$31.00	\$43.40	= \$_____
Quartz Light Stand (40-19-103)	_____	_____	\$68.25	\$95.55	= \$_____
4' Track Light *hardwall exhibits only* (40-19-4)	_____	_____	\$107.75	\$150.85	= \$_____
Power Strip (40-30-5)	_____	_____	\$20.50	\$28.70	= \$_____
Extension Cord (40-30-15)	_____	_____	\$20.50	\$28.70	= \$_____

SPECIAL REQUIREMENTS

Please contact us at (613) 748-7180 or freemanottawaES@freemanco.com if you require additional information and/or electrical services not listed on this form.

ADDITIONAL INFORMATION FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:

**DEADLINE DATE OF:
APRIL 6, 2015**

MULTIPLE OUTLET LOCATIONS / ISLAND BOOTH

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

ISLAND BOOTHS

For island booths with no labour ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

SEPARATE OUTLETS

Separate outlets should be ordered for each piece of equipment and/or each power location.

CANCELLATION

A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labour charges related to the installation.

OVERHEAD POWER

If you require your power from overhead, additional materials and labour may be incurred. Please contact freemanottawaES@freemanco.com.

TOTAL COST

Subtotal \$ _____

13% HST Tax \$ _____
HST# R101889426

GRAND TOTAL \$ _____

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

ELECTRICAL INSTRUCTIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS

For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

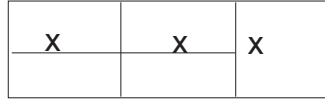
For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

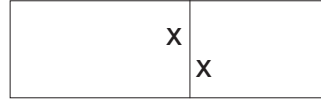
LOCATION OF POWER IN YOUR BOOTH

In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

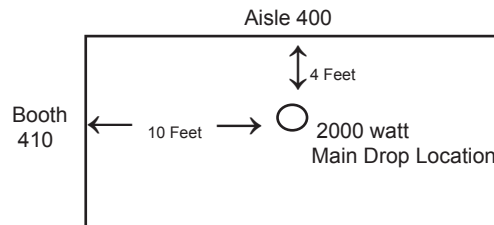


BACK TO BACK PENINSULA

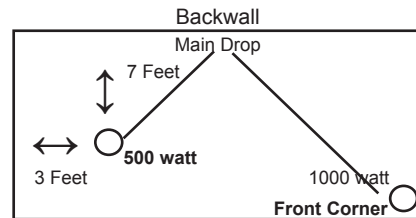
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labour Order Form with your power order, along with a floor plan as described below.

Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at freemanco.com to print as a base layout.



Island Booth with one outlet



10 X 20 Booth with multiple outlets
Labour Required

OTHER:

1. Labour is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labour form for complete details. Please complete the labour order form.
2. Dismantle labour will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labour and materials to install or change a cord cap will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

F R E E M A N

940 Belfast Road
Ottawa, Ontario, Canada K1G 4A2
Ph: (613) 748-7180 • Fax: (613) 748-5977
freemanottawaES@freemanco.com

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **2015 BICSI CONFERENCE & EXPO**
COMPANY NAME: _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS: _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

LABOUR RATES & SCHEDULE:

Straight Time - 8:00 am - 4:00 pm Monday through Friday
Overtime - 6:00 am - 8:00am and 4:00pm - 12:00 midnight Monday through Friday
6:00 am - 12:00 midnight Saturday and Sunday
Double Time - 12:00 midnight to 6:00 am and recognized Holidays

Description	Advance Price/Hr	Show Site Price/Hr
Electrician - ST	\$80.25	\$ 112.50
Electrician - OT	\$ 120.50	\$ 168.75
Electrician - DT	\$ 160.50	\$ 225.00

Dismantle labour will be charged at 50% of the total install time rounded to the next half hour.

- Show site price applies to all labour orders placed at show site.
- Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labour is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floor plan please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date _____ Time _____

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED):**

Date _____ Time _____ # of Electricians _____

NAME OF ON-SITE CONTACT: _____

CELL PHONE: _____

Special Instructions: _____

BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- ☐ Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other _____

Labour Request

Date _____ Time _____ Est. # Hours _____ # Electrician _____

Date _____ Time _____ Est. # Hours _____ # Electrician _____

NAME OF ON-SITE CONTACT: _____

CELL PHONE: _____

Special Instructions: _____

FREEMAN electrical labour

ELECTRICAL INSTRUCTIONS

- 1 Labour rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 2 A minimum charge of one hour is applicable to all labour requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
- 3 Labour must be picked up at the Freeman service desk. Charges for labour commence at time of dispatch to service the labour call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 4 Labour charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 5 Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

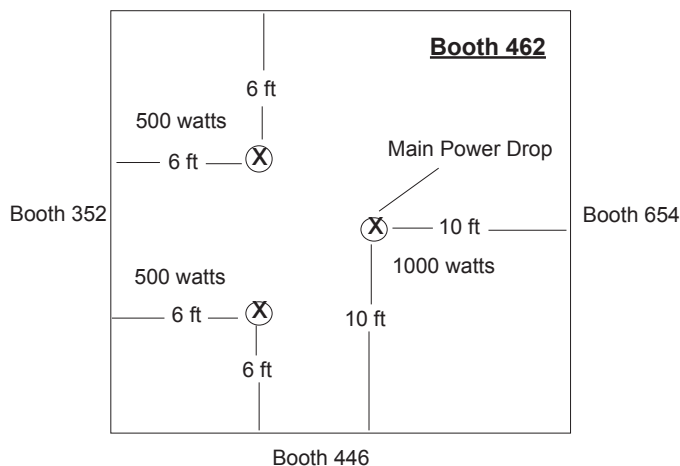
CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labour charges related to the installation.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.



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For fast, easy ordering, go to www.freemanco.com/store

HANGING SIGN LABOUR AND EQUIPMENT

INSTRUCTIONS

- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed **Hanging Sign Labels**. This container **MUST** arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labour Order Form for labour to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: Square _____ Triangle _____ Rectangle _____ Other _____

Size: Height _____ Length _____ Width _____

Weight of Sign: _____

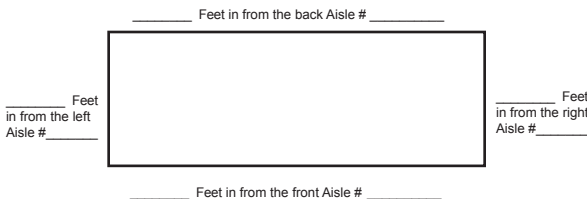
Does Your Sign Require Electricity _____ Assembly _____

Is Your Sign Designed to Rotate? _____ Yes _____ No

(Initial in the applicable box above)

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: _____

JULY 2014 (414663)

EQUIPMENT AND LABOUR RATES TO HANG SIGNS

Straight Time	8:00am - 4:00pm Monday through Friday
Overtime	6:00am - 8:00am and 4:00pm - 12:00 midnight Monday through Friday
	6:00am - 12 midnight Saturday & Sunday
Double Time	12 midnight *- 6:00am and recognized holidays
Crew Size	MINIMUM of two people
Materials	Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- Show site prices will apply to all hanging sign orders placed at show site.
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

LABOUR RATES	Advanced Price/Hr	Show Site Price/Hr
Straight Time	\$ 80.25	\$112.50
Overtime	\$120.50	\$168.75
Double Time	\$160.50	\$225.00

LIFT EQUIPMENT RATES

Scissor Lift	\$106.75	\$149.45
Boom Lift	\$154.75	\$216.65

INSTALLATION		Estimate				
	QTY		Appx. Hrs.		Rate	Est. Cost
Assembly Labour:	_____ x _____	hrs	@	_____	=	\$ _____
Install Labour:	_____ x _____	hrs	@	_____	=	\$ _____
Lift Equipment:	_____ x _____	hrs	@	_____	=	\$ _____

ESTIMATED INSTALLATION COST: \$ _____

DISMANTLE Estimate		QTY	Appx. Hrs.	Rate	Est. Cost
Disassembly Labour:	_____	x	_____ hrs	@ _____	= \$ _____
Removal Labour:	_____	x	_____ hrs	@ _____	= \$ _____
Lift Equipment:	_____	x	_____ hrs	@ _____	= \$ _____

ESTIMATED DISMANTLE COST: \$ _____

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

- _____ Freeman
- _____ Exhibitor Personnel
- _____ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

TOTAL COST

SUBTOTAL \$ _____

13% HST Tax \$ _____

HST# R101889426

GRAND TOTAL \$ _____

FREEMAN hanging sign labour

F R E E M A N

940 Belfast Road
Ottawa, Ontario, Canada K1G 4A2
(613) 748-7180 • Fax: (613) 748-5977
freemanottawaES@freemanco.com

**PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM**

STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor
at the **2015 BICSI CONFERENCE & EXPO** and (if applicable), the display house
or builder for the aforementioned exhibitor, do hereby certify and guarantee that the
stress points for the hanging structure have been properly engineered and tested. We
further certify that the structure can be hung safely and has been constructed to meet
all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, SHAW
CENTRE, FREEMAN**, and its subsidiaries, their directors, officers, employees,
representatives, agents and contractors from and against any and all liability, claims,
damage, loss, fines, or penalties arising from the installation, use or dismantling of this
structure. All hang points supporting in excess of 200 lbs. may be verified (metered)
on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Please complete and return form to:

FREEMAN

940 Belfast Road

Ottawa, ON K1G 4A2

Fax: (613) 748-5977

GUIDELINES FOR BANNER HANGING

The following guidelines are in effect at the facility, in order to ensure that all banner hanging in the facility is conducted safely and with due care for the building infrastructure.

FREEMAN is the Exclusive Supplier of Rigging Services for the facility. As such all rigging in the building will be managed by FREEMAN, according to the following procedures. All related costs are available on our Rigging Services Price List.

All banners must adhere to the requirements below. Delays, additional equipment, and labour charges may be incurred by not having the appropriate materials to hang your banner effectively and safely. All Exhibitor sign hanging may be ordered using Freeman Electrical's Sign & Banner Hanging Order form.

1. Banners in excess of 6 feet linear should come with a rigid support for best results when hanging. For banners in excess of 20 feet linear, truss may be necessary to allow the banner to hang safely and correctly. Freeman Electrical Services will notify the owner/hanging party whether truss is required and whether any additional charges may apply.
2. All banners must include grommets and pole pockets.
3. All non-exhibitor banner hanging orders should be placed through Freeman Electrical Services directly at least two weeks prior to the event move-in date. An order will be considered placed and pricing confirmed when Freeman Electrical Services issues a Rigging Order Acceptance Sheet. A diagram showing banner dimensions and placement will need to accompany all orders.
4. Banner hanging placement must be approved by the facility. Please contact your Event Manager directly.
5. facility exterior banners (if permitted) must meet the following guidelines:
 1. Approximately two thirds of the area of an exterior banner should consist of mesh.
 2. Where a banner is made exclusively of vinyl, wind pockets must be built into the banners in order to allow wind to flow through easily.
 3. All edges of banners should have flat-felled seams, i.e., the edges should be folded over, glued, and doubled-stitched.
 4. Mesh banners must be reinforced with webbing in the in the folds before the grommets are affixed.
 5. All corners must be reinforced with webbing before the grommets are affixed as the corners handle most of the stress.
 6. Banners must be made of lightweight, water-resistant, material
 7. In the event of a severe weather notice, banners may have to be removed, or install delayed
 8. All banners must be made to the following specifications in order to be hung:
 - i. Width: 4 ft. – 11 in. (59 inches max)
 - ii. Height/Length: 28 ft. – 6 in.
 - iii. Top/Bottom Pipe Pocket (1 ¼" pipe rod): 5-6 inches depth
 - iv. Each of the (10) mount position includes: (2) single sided Banners & (1) Double sided Banner

CAN WE HELP YOU?

Please don't hesitate to contact us at 613-748-7180 or at freemanottawaES@freemanco.com for any additional information, assistance or product and services information we can provide you in establishing and confirming your event's rigging/electrical/mechanical services.

We value your business and look forward to your call!

RIGGING & OVERHEAD SAFETY POLICY

The following policies and procedures are in effect at the facility, in order to ensure that all rigging in the facility is conducted safely and with due care for the building infrastructure.

FREEMAN is the Exclusive Supplier of Rigging Services for the facility. As such all rigging in the building will be managed by FREEMAN, according to the following procedures. All related costs are available on our Rigging Services Price List.

1. FREEMAN can provide, upon request, AutoCAD and PDF scale drawings of all riggable ceilings in the facility. These drawings will show the location and rating of all rigging points, and other relevant ceiling details. These drawings are provided electronically at no charge.

2. Hanging will be permitted only from approved, rated rigging points. Charges for use of rigging points are shown on our Rigging Services Price List.

3. For any event for which rigging is required, a rigging plan must be submitted to **FREEMAN** for approval. This plan must be in an approved printed or electronic format, must be to scale, must show all equipment being hung, and must show the weight load for each rigging point being used. It must show all required rigging points, including cable picks. Charges for plan approval are shown on our Rigging Services Price List.

This plan must be submitted for approval no later than 14 days in advance of the load-in day of the event. In the event that the customer cannot provide a rigging plan, **FREEMAN** is able to produce one. In such cases, there is a consultation process required, so 21 days notice is requested. Charges for plan production are shown on our Rigging Services Price List.

4. **FREEMAN** must perform all work required to attach and de-attach equipment to the rigging points, installed rigging equipment and all equipment flown. No other supplier may do so. Upon approval of the rigging plan and receipt of a production schedule, **FREEMAN** will provide a cost estimate for the labour required to do so. This labour will be charged on an hourly basis, with a 4-hour minimum charge. **FREEMAN** reserves the right to establish the number of riggers required for your event. The number of riggers (minimum 2) and hours will be based on the work to be done. Hourly rates for Rigging Labour are shown on our Rigging Services Price List.

5. All rigging and lift equipment (including but not limited to scissor, boom, chain hoists, chain falls, hangers etc.,) must be ordered through, provided and operated by **FREEMAN**. All rigging and lift operation labour must be ordered through and provided by **FREEMAN**.

6. **FREEMAN** reserves the right to disqualify from use any equipment, which in their opinion, does not meet appropriate safety standards. In this event, **FREEMAN** may be able to provide alternate equipment, and will do so upon request, as quickly as possible.

7. All equipment attached to truss, pipe, beam, lighting fixture, or hung in any other manner must be secured by means of a steel safety cable.

8. All suppliers hanging equipment from the ceiling must provide the facility with a Certificate of Liability Insurance showing proof of coverage in the amount of \$2,000,000 per occurrence, and specifically holding harmless the facility and FREEMAN. This must be provided no later than 14 days in advance of the load-in day of the event.

9. FREEMAN can provide a full range of rigging components including truss and will provide a cost estimate upon request. Prices for rigging equipment are shown on our Rigging Services Price List.

CAN WE HELP YOU?

Please don't hesitate to contact us at 613-748-7180 or at freemanottawaES@freemanco.com for any additional information, assistance or product and services information we can provide you in establishing and confirming your event's rigging/electrical/mechanical services.

We value your business and look forward to your call!

PAYMENT AND LABOUR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOUR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN, OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOUR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "FREEMAN" means Freeman Expositions, Inc. and Freeman Expositions, Ltd. and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in Canadian funds and all checks must be in Canadian funds. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR'S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labour orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State or Province in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in TORONTO, ONTARIO upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account.

ELECTRICAL

Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

LABOUR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES:

EXHIBITOR shall be responsible for the performance of labour provided under this section. It is the responsibility of EXHIBITOR to supervise labour secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, Provincial, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labour, and to return to the Service Desk to release labour when the work is completed.

INDEMNIFICATION:

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labour provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, Provincial, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labour provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO EXHIBIT TRANSPORTATION'S "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO SERVICES PROVIDED BY EXHIBIT TRANSPORTATION BY FREEMAN. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

COMPANY: _____ STREET: _____ CITY: _____ PROV / STATE: _____ POSTAL CODE: _____ E-MAIL: _____ PHONE: _____ FAX: _____ ORDERED BY: _____ PO #: _____ PST #: _____	SHOW NAME: 2015 BICSI CANADIAN CONFERENCE & EXHIBITION LOCATION: - APRIL 26-28, 2015 BOOTH #: SHAW CENTRE INSTALLATION DATE: _____ TIME: _____ EXHIBIT START DATE: _____ TIME: _____ EXHIBIT END DATE: _____ TIME: _____ CONTACT ON-SITE: _____ STAYING AT: _____ PHONE: _____
---	---

NOTE: All Internet codes issued by FREEMAN Audio Visual Canada are one time use and device specific. Once the code has been entered into a device, the code is non-transferable to a new device. PLEASE ENSURE YOU ENTER YOUR CODE ON THE DEVICE YOU WILL BE USING SHOW DAY(S). Should FREEMAN Audio Visual Canada need to supply you with a new code for a new device, additional charges will apply for the new code and a \$75.00 administration fee will be applied. PLEASE ENSURE YOU HAVE ORDERED THE CORRECT INTERNET SPEED FOR YOUR APPLICATION. Should FREEMAN Audio Visual Canada need to upgrade your connection, additional charges will be applied for the new connection and a \$75.00 administration fee will apply. Connections to do not need to be tested; if you require testing, please contact us. PLEASE NOTE THAT FIREWALLS, ROUTERS, SWITCHES AND HUBS ARE NOT PERMITTED UNLESS PRE-ARRANGED IN ADVANCE with FREEMAN Audio Visual Canada. The use of such devices without authorization may result in line de-activation without refund. Should you require multiple wired connections or a private wireless network for your event, please contact FREEMAN Audio Visual Canada directly for a quote.

QUANTITY	SERVICE AVAILABLE	EVENT RATE	TOTAL
EVENT WIRELESS INTERNET DHCP			
	Wireless Standard - up to 3Mbps	\$250.00	
	Wireless Premium - up to 5Mbps	\$550.00	
	Add for each additional device for any of the above services	\$100.00	
EVENT WIRED INTERNET			
	Wired Standard - up to 3Mbps	\$450.00	
	Wired Premium - up to 5Mbps	\$650.00	
	Add for each additional device for any of the above services	\$150.00	
EVENT DEDICATED INTERNET			
	Wired Standard Dedicated 3Mbps (includes 3 IP's)	\$1,500.00	
	Wired Premium Dedicated 5Mbps (includes 5 IP's)	\$2,500.00	
	Each Additional IP	\$25.00	
	Each Additional Mbps (includes 1 IP)	\$500.00	
COMPUTERS			
	All computers come with 10/100 Ethernet, Windows and Office software		
	Standard Desktop Computer (P4, 2GHZ, 512RAM, 40GB HD, CD, 17" LCD MONITOR)	\$250.00	
	Notebook Computer (P4, 1.54GHZ, 256RAM, 20GB HD, DVD, 15" SCREEN)	\$325.00	
	Desktop speakers	\$50.00	
TELEPHONES - ANALOG LINES - INTERNET - FOR POINT OF SALE TERMINALS			
	Telephone (VOIP) Includes local access	\$250.00	
	Wireless Lite (For POS Terminal) -1Mbps	\$150.00	
	Wired Lite (For POS Terminal) 1Mbps	\$250.00	
	Analog phone line	\$250.00	
NETWORK SUPPORT			
	Hours of on-site Network Technician support @ \$100.00/hour	\$100.00	
	Under carpet cable installation (Please submit booth schematics with order to ensure proper placement of cabling)	\$150.00	
OTHER			
	PLEASE INQUIRE IF YOU DO NOT SEE WHAT YOU NEED!		

PAYMENT MUST ACCOMPANY YOUR ORDER (CLICK 'PAYMENT' BOX : USE ARROW TO SELECT METHOD)		SERVICE TOTAL: \$0.00
CREDIT CARD #: _____ EXPIRY: _____ AUTHORIZED SIGNATURE: _____ NAME ON CREDIT CARD: _____ DATE: _____		<div style="border: 1px solid black; padding: 5px; text-align: center; background-color: #f0f0f0;"> PAYMENT </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> IF HST EXEMPT ENTER # BELOW </div>
		DELIVERY & PICKUP: \$0.00
		LABOUR - NETWORK TECH: \$0.00
		LABOUR - ADDITIONAL: \$0.00
		SUB-TOTAL: \$0.00
		HST: 13% \$0.00
		HST EXEMPTION: \$0.00
ADMINISTRATION FEES OF 2.5% WILL APPLY FOR ALL CREDIT CARD TRANSACTIONS OVER \$5,000.00		TOTAL: \$0.00

For further information, please contact:	DENIS CHENIER	613-688-9058 PH
e-mail address:	denis.chenier@freemanco.com	613-688-9068 FAX

INSTRUCTIONS FOR USE

- 1 It couldn't be simpler! Just complete the form on-line, save to your desktop, & e-mail to the e-mail address above.

TERMS & CONDITIONS

- 1 Please forward payment in full with your order
INSTRUCTIONS FOR SUBMITTING YOUR CREDIT CARD NUMBER
*For your security, please complete all of the information relating to your credit card except for the Credit Card Number
*E-mail the completed form and provide the Credit Card Number in two separate transmissions so that the one E-mail does not contain the Full Credit Card Number.
*Another option to contact us to give the Credit Card Number by phone, or use facsimile transmission if such a medium is available to you.
- 2 Orders received less than 10 business days prior to setup date may be subject to additional charges.
- 3 Written order cancellation must be received at least 5 business days prior to setup date to avoid a 1 day charge.
- 4 Your authorized representative must be at your booth at specified date & time to accept delivery of equipment. Please note: we cannot leave equipment in your booth without your representative there to receive it.
- 5 The equipment is your responsibility until picked up by an FREEMAN Audio Visual Canada representative. Please do not leave equipment unattended in your booth when the show finishes.
- 6 Any extension of the rental period must be arranged prior to termination of the original rental period.
- 7 Customer is liable for full replacement value of rented equipment & is responsible for insuring said equipment.
- 8 Customer agrees to be bound by all applicable license & copyright laws for software on rented equipment.
- 9 FREEMAN Audio Visual Canada is not responsible for any equipment performance problems caused by customer's software.
- 10 Due to the dynamic nature of the internet, FREEMAN Audio Visual Canada cannot guarantee any level of performance or accessibility beyond our gateway. FREEMAN Audio Visual Canada does however, monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet for all users.
- 11 Due to the nature of wireless technology and its limitations (interference, number of users per access point, etc.), FREEMAN Audio Visual Canada strongly suggests the use of wired internet for mission critical applications (registration, office, product demo, etc.) and corporate applications (exhibitor's web site, videos, etc.). The wireless internet is most recommended when mobility is required and for regular internet usage. Furthermore, due to the high volume of wireless traffic on the 2.5GHz (G) network for this event, FREEMAN Audio Visual Canada is not responsible for connectivity issues pertaining to devices connection via this network. Devices on the 5.0Ghz (a) network should be able to connect without any issues, due to the higher capacity available on the 5.0Ghz (a) network.
- 12 FREEMAN Audio Visual Canada does not provide technical support for computer hardware or software related issues.
- 13 FREEMAN Audio Visual Canada does not provide technical support on any issues related to the configuration of your computer equipment.

APPENDIX B

EXHIBITOR GUIDELINES AND AUTHORIZATION FORM

(Complete these forms to receive authorization to distribute foods and non-alcohol beverages not purchased through the Shaw Centre).

The Shaw Centre has the exclusive food and beverage rights within the facility.

As the exclusive provider, the Shaw Centre strictly prohibits any and all food, beverage, candy, logo water and other similar items from being brought into the facility without prior authorization.

In order to obtain authorization from the Shaw Centre to distribute any food or beverage item, one of the following conditions must exist:

Option #1- Manufacturer of Product

The party interested in distributing food or beverage **must be the manufacturer of said product** and is exhibiting at a **food and beverage or related industry show**. The interested party must only distribute SAMPLE sizes (two ounces or less for food and three ounces or less of beverages) of the product.

If the product that is manufactured is alcohol, a Shaw Centre attendant is required to serve the alcohol (1 oz sample size portions only) and the manufacturer must be present at the location.

**A waiver releasing the Shaw Centre of liability will be required.*

Option #2 – Non-manufacturers of Product

The party interested in distributing food or beverage must pay a fee to Shaw Centre in order for Shaw Centre to waive its right to exclusivity. The waiver fee will be no more than the full retail menu price, but the final waiver fee will be up to the discretion of Shaw Centre, to view the Exhibitor Booth Menu and Order Form see [Appendix J](#). All food and beverage requires full payment 7 days prior to the event date. Credit Cards will be required to cover any on site incidentals.

Under this option, alcohol may not be brought in to be sampled.

**A waiver releasing the Shaw Centre of liability will be required.*

For your ease and convenience, the Shaw Centre offers a great selection of food and beverage for your needs including bar service. Contact the Event Services Department for selections.

It is the responsibility of the client/exhibitor to comply with all local health and safety regulations.

If a party brings unauthorized food or beverage into the Shaw Centre and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized items from their exhibit or meeting space.

EXHIBITOR SIGNATURE

DATE

APPENDIX B

EXHIBITOR GUIDELINES AND AUTHORIZATION FORM

BOOTH NUMBER OR ROOM NUMBER

SHOW NAME and DATE

COMPANY NAME

TELEPHONE NUMBER

ON-SITE CONTACT NAME

E-MAIL ADDRESS

FAX

ADDRESS

Product(s) for Sampling:

Check Applicable Line:

I/we are the manufacturer or distributor of the products listed above. I/we agree to only sample 2 oz or less of food and 3 oz or less of non-alcoholic beverage or 1 oz of alcoholic beverage.

I/we would like to request permission to pay a waiver fee to the Shaw Centre so that I/we may sample above product. I/we agree to only sample 2 oz or less of food and 3 oz or less of non-alcoholic beverage.

**Signed Event Order and Payment Required*

RELEASE AND INDEMNITY AGREEMENT

This Agreement is by and between Shaw Centre and _____

Above Named Customer

In consideration of the terms and conditions set forth below, Caterer and Exhibitor, intending to be legally bound, agree as follows:

Exhibitor hereby agrees to indemnify, defend and hold harmless Shaw Centre its subsidiaries, affiliates, employees, agents, officers and directors from and against any liabilities, damages, losses, claims, suits, judgments, fines, costs and expenses, including without limitation, attorneys' fees and expenses, incurred by Shaw Centre and arising out of or relating to Exhibitor's distribution of food and non-alcoholic beverage service at the Facility or any other activity related thereto, including, without limitation, any such liabilities, damages or said other matters arising from injury to or death of any person, or damage to or destruction of any property.

Exhibitor Signature & Date

Shaw Centre Sales & Date

(All catering orders or authorization requests must be received three (3) weeks prior to the event date.)

Save, print and fax the completed forms to the Shaw Centre at 613-563-7646, or scan and e-mail to eventservices@shaw-centre.com.

APPENDIX C

BOOTH CLEANING

Cleaning services include vacuuming and garbage pick-up.

BOOTH NUMBER OR ROOM NUMBER

SHOW NAME and DATE

COMPANY NAME

TELEPHONE NUMBER

ON-SITE CONTACT NAME

E-MAIL ADDRESS

FAX

ADDRESS

Cost

CLEANING TIMES	NUMBER OF 8'X10', 10'X10'	CHARGE PER BOOTH PER DAY CDN. FUNDS	TOTAL
Prior to show opening		\$20.00	
First show day overnight		\$20.00	
Second show day overnight		\$20.00	
Third show day overnight		\$20.00	
		TOTAL	
		13% HST	
		TOTAL BOOTH CLEANING	

Method of payment

(Must be made at time of ordering):

CHEQUE *made payable to the Shaw Centre*

CREDIT CARD (please check): Visa Mastercard AMEX

CARDHOLDER'S NAME (Please print)

CARD NUMBER

CARDHOLDER'S SIGNATURE

EXP. DATE

3 DIGIT SECURITY CODE

CLIENT SIGNATURE

DATE

Save, print and fax the completed forms to the Shaw Centre at 613-563-7646, or scan and e-mail to eventservices@shaw-centre.com.

APPENDIX D

TEMPORARY COLD WATER SERVICE

Bringing cold water supply to booth complete with ½" shut-off valve at booth
Water service is available on Level 2 – Gatineau Salon (205,206) and Ottawa Salon (213,214),
Level 3 – Parliament Foyer (pre-function area), Canada Hall (1 - 3) and Level 4 – Trillium Ballroom
No guarantee can be made on minimum pressure.

SHOW NAME	BOOTH NUMBER	
SHOW DATE	COMPANY NAME	
ON-SITE CONTACT NAME	TELEPHONE	E-MAIL
ADDRESS	WATER INSTALL DATE	WATER REMOVAL DATE

Cost

ITEM REQUIRED	NUMBER OF CONNECTIONS	CHARGE PER CONNECTION CDN. FUNDS	TOTAL
Water (standard ¾" hose connection supplied to booth)		\$100.00	
Drainage (1 ½" drain)		\$75.00	
Labour (for connect)		\$46.00/hr (minimum 1 hour)	
*Late Charge		\$50.00	
<i>*Late charges will apply to orders received less than 48 hours prior to show move-in time</i>		TOTAL	
		13% HST	
		TOTAL TEMPORARY COLD WATER	

Method of payment

(Must be made at time of ordering):

CHEQUE *made payable to the Shaw Centre*

CREDIT CARD (please check): Visa Mastercard AMEX

CARDHOLDER'S NAME (Please print)	CARD NUMBER	
CARDHOLDER'S SIGNATURE	EXP. DATE	3 DIGIT SECURITY CODE
CLIENT SIGNATURE	DATE	

Save, print and fax the completed forms to the Shaw Centre at 613-563-7646,
or scan and e-mail to eventservices@shaw-centre.com.

APPENDIX J

ON SITE VEHICLE DISPLAY REGULATIONS

The information below outlines the rules and regulations involving the safe display of vehicles at the Shaw Centre. Items below are industry standards, and are in place to protect all exhibitors and attendees.

The Ottawa Fire Prevention Division, Show Management and the Shaw Centre reserves the right to remove any vehicle from the show confines, at exhibitor's expense, which contravenes these rules and regulations or is deemed to be unsafe for display.

The undersigned has read and agrees to the following:

1. Provide exact weights and measurements of the vehicle (diagram where possible) should there be a floor load bearing issue.
2. Copies of insurance coverage in case of loss, damage, theft or fire. Show Management and the Shaw Centre will be held harmless from any action that results from loss, theft, fire, damage or any other occurrence.
3. Vehicle must have the battery disconnected while on static display and gas caps are to be locked or secured against tampering.
4. Vehicle must have minimal amounts of fuel. Only enough to propel the vehicle in and out of the building is permitted.
5. While on static display, the vehicle must have an oil/fluid pan collecting leaking fluids and to protect the show floor surface. This must be monitored and cleaned.
6. A set of keys and emergency telephone numbers for contact person(s) responsible for the vehicle is to be left with the Shaw Centre Security Department.
7. Vehicle move in and out times are to be coordinated with Event Material Handling crews. Upon move in and move out there must be a forward and rear ground guide present to direct vehicle and pedestrians.
8. Vehicles may be brought into the facility via the freight elevators, up the ramp to level 2 (note that only very small vehicles can go up the ramp) or via the entry point at the main entrance.*

*Note that any vehicle being brought into the Facility that is unusual (such as a tank) or extremely heavy should be approved by the Facilities Department.

CLIENT NAME

COMPANY NAME

EVENT

TELEPHONE

ADDRESS

EMAIL

CLIENT SIGNATURE

DATE

Save and e-mail the completed form to eventservices@shaw-centre.com or print and fax the completed form to the Shaw Centre at 613-563-7646.

APPENDIX K

Exhibitor Booth Menu and Order Form

Shaw Centre has designed the Exhibitor Menu to entice attendees to your booth but also for the enjoyment of your staff.

- Traffic Promoters
Draw attendees to your booth.
- Edible Incentives
Treats to attract attention.
- Quench
Quench their thirst.
- Sip or Savour
Host one of our drink specialties.
- Inside the Box
Treat you and your staff.



Questions—please contact:

eventservices@shaw-centre.com

Traffic Promoters

Hot Pretzel Cart

Warm Pretzels	\$4.00/each
Machine Rental	\$50.00
Ballpark Mustard and Nacho Cheese	

Ice Cream Box

Miniature Ice Cream Novelties	\$5.00/each
Table Top Fridge Rental	\$50.00
Ice Cream Bars, Sundaes and Sandwiches	

Go Nuts

Warm Fancy Mixed Nuts served on a Heated Platter	\$5.00/guest
Cajun Spiced Peanuts and House-smoked Almonds	

Italian Soda Bar

Made to Order Sodas	\$5.00/each
Sparkling Water, Fruit Juices and Flavoured Syrup	

Minimum order of 50 required.

Carnival Popcorn Cart

Popcorn – up to 250 bags	\$175.00
Popcorn – up to 500 bags	\$325.00
Antique Popcorn Machine Rental	\$200.00

Bytowne Barista Station

Cappuccino and Espresso Bar
Inquire with the Event Services Manager

Attendant Available @ \$35.00/hour – minimum 4 hours.

Prices are subject to 18% service charge and 13% HST (harmonized sales tax).

Edible Incentives

Flavour Your Kettle Chips

Housemade Kettle Chips with Shakers Sea Salt and Cracked Pepper, Cajun, Smoked Paprika	\$6.00/guest
Miniature Bags Provided	

Signature Trail Mix

Trail Mix	\$6.00/guest
Granola, Dried Fruit, Dry Roasted Peanuts, Banana Chips and M&M's	
Miniature Bags Provided	

Minimum order of 50 required.

Warm Cinnamon Dusted Donut Holes

\$24.00/dozen

Caramel Sauce

Miniature Gourmet Cupcakes

\$60.00/dozen

Chocolate, Vanilla, Peanut Butter

Miniature Whoopie Pies

\$48.00/dozen

Chocolate-Vanilla, Spice

Muffin Tops

\$45.00/dozen

Blueberry, Apple Spice, Lemon Cranberry

Freshly Baked Cookies

\$36.00/dozen

Maple Fudge

\$48.00/dozen

Minimum order of 3 dozen required.

Milk and Dark Chocolate Fruit Kabobs

\$48.00/dozen

Sushi and Sashimi

\$42.00/dozen

Soya, Wasabi and Ginger

Deluxe Cold Canapés

\$40.00/dozen

Minimum order of 6 dozen required.



Quench

Starbucks® Organic Coffee or Tazo® Teas **\$74.00/gallon**

Hot Chocolate **\$75.00/gallon**

Flavoured Syrup, Whipped Cream and Toppings

Iced Coffee **\$72.00/gallon**

Flavoured Syrups

Infused Water **\$42.00/gallon**

Lemon, Lime or Cucumber

Herb Infused Water **\$45.00/gallon**

Lime-Mint or Cranberry-Thyme

Fruit Punch **\$90.00/gallon**

Match the Colour with your Logo

Lemonade and Iced Tea **\$70.00/gallon**

Soft Drinks **\$3.75**

Bottled Water **\$3.75**

Assorted Juices **\$4.00**

Sparkling Water **\$4.00**

10lb bag of Ice **\$12.00/bag**

Keep it Cool

Spring Water Cooler **\$95.00**

5 Gallon Bottle of Water **\$25.00**

Sip & Savour

Ontario Vineyard Tour **\$10.00/person**

A 3oz Sampling of an Ontario VQA Wine Paired with Local Cheese.

Attendant Required.

Spicy Caesar Bar **\$7.00/glass**

Vodka, Motts Clamato, Pickled Beans, Celery Stalks, Lemons, Grated Horseradish and Worcestershire Sauce served in Biodegradable 5oz Glasses.

Attendant Required.

Attendant @ \$35.00/hour – minimum 4 hours.

Inside the Box

Starbucks® Organic Coffee “in a box” **\$34.00/box**

Boxed Lunch **\$20.00/box**

Choice of:

White BC Albacore Tuna Salad with Swiss Cheese, Lettuce and Sprouts on Country Baguette

Or

Smoked Turkey Breast with Cranberry Mayonnaise, Lettuce, Tomato and Cheddar Cheese on Ciabatta

Or

Grilled Vegetables, Spinach and Goat Cheese Wrap

Includes Potato Chips, Freshly Baked Cookie and Chilled Beverage

** Prices are subject to 18% service charge and 13% HST (harmonized sales tax).*



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Shaw Centre Booth Catering Form

NAME

COMPANY NAME

SHOW NAME

SHOW DATE

BOOTH #

ADDRESS

PHONE

FAX

E-MAIL

ONSITE CONTACT

ONSITE CELL

DELIVERY DATE	DELIVERY START TIME	EVENT END TIME	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
<ul style="list-style-type: none"> The Shaw Centre is the exclusive food and beverage provider within the facility. As the exclusive provider, the Shaw Centre strictly prohibits any and all food, beverage, candy, logo water and other similar items from being brought into the facility without prior authorization. Orders must be received no later than 7 days prior to the event. Full charges will apply to cancellations made within 5 days prior to delivery. Attendant & bartender labour charges are \$35.00/hour (minimum 4 hours). The Shaw Centre does not provide skirted tables or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please order these requirements through the exhibitor supplier. 					SUB-TOTAL	
					18% Service	
					Labour	
					13% HST	
					TOTAL	

Method of payment

(Must be made at time of ordering):

CREDIT CARD (please check):

Visa

Mastercard

AMEX

CARDHOLDER'S NAME (Please print)

CARD NUMBER WITH 3 DIGIT SECURITY CODE

CARDHOLDER'S SIGNATURE

EXP. DATE

3 DIGIT SECURITY CODE

CLIENT SIGNATURE

DATE

Save, print and fax the completed form to the Shaw Centre at 613-563-7646, or scan and e-mail to eventservices@shaw-centre.com.